



# PAYPHONES

***I want to:*** Install a payphone in public space next to my private property.

***Do I need a permit?*** Yes, any use of the public right-of-way, which is defined as the space outside the private property line, requires permission from the District Department of Transportation. This includes a payphone attached to a building that extends into public space and/or a payphone that requires the user to stand in public space.

***Where do I go to get this permit?*** 941 North Capitol Street, Suite 2300.

***What do I need to bring with me to apply for this permit?***

***Checklist***

1. A completed [Public Space Application](#) \_\_\_\_\_
2. Ten (10) copies of the site plan, drawn to scale, indicating: \_\_\_\_\_
  - a. Dimension from curb to property line. \_\_\_\_\_
  - b. Dimension from curb to payphone. \_\_\_\_\_
  - c. Dimension from payphone to the nearest street intersection. \_\_\_\_\_
  - d. Dimension from property line to payphone. \_\_\_\_\_
  - e. Elevation view of payphone. \_\_\_\_\_
3. Three (3) 8 x 10 photographs showing front, right and left views of the space proposed for a payphone. \_\_\_\_\_
4. Please present one (1) copy of the site plan and completed application to a Public Space Technician in Suite 2300 for review before submitting full package of ten (10) site plans. \_\_\_\_\_

***How much will this permit cost?*** The permit will cost \$19.00 and will be issued for the duration (life) of the pay phone. Checks or money orders should be made payable to “**DC Treasurer.**” Discover, MasterCard and Visa accepted.

***How long will the application take to process?*** All permit applications for payphones must be brought before the Public Space Committee. The average timeframe is 45 to 60 days.

***What if I need more information?*** Call the Public Space Permit office, 202-442-4670, for more information.